



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: **NURSE I – II**

DEFINITION: Under general supervision, provides nursing services by assisting physicians in public or occupational health clinics and first aid stations.

REPORTS TO: Varies

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs the duties of the classification.

Grade Level II - Certified as a Sexually Transmitted Disease (STD) Nurse Clinician and working in the Occupational Health Clinic.

EXAMPLES OF DUTIES:

- Interviews, takes histories and provides basic health care for clinical patients;
- Prepares patients for and assists in examinations and treatment;
- Administers various tests, venipuncture and immunizations;
- Maintains records of treatment and compiles reports of medical findings;
- Treats and cares for industrially-related injuries and illnesses;
- Provides first-aid to employees who are injured or become ill on the job;
- Changes dressings and administers medications and therapeutic agents, according to a treatment program;
- Cleans and sterilizes equipment;
- Orders medical supplies;
- May prepare accident reports for compensation or other purposes;
- May perform as a STD Nurse clinician;
- May assist the STD Training Coordinator in on-going training activities in the STD training center program;
- May perform as Occupational Health Nurse;
- May function as Breath Analyzer Technician;
- May interact with various City departments;
- May participate in collecting drug and alcohol samples in strict accordance with governmental rules;
- May assist in development policies for health education and employee counseling;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Completion of a recognized training course in nursing and one or more years of employment as a Registered Nurse within the past five years. Knowledge of

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professional nursing theory and practice and knowledge of the kinds and uses of commonly used drugs, medicines and therapeutic equipment.

Proof of a valid California Registered Nurse License (Active).

Cardiopulmonary Resuscitation (CPR) Certificate.

DESIRABLE QUALIFICATIONS:

When assuming Nurse II position in Sexually Transmitted Disease area, candidate must have satisfactorily completed an approved (STD) training course.

Public Health – General Clinical Service Nurse: Out-Patient Clinic or Industrial Nursing experience is desirable for some positions.

Alcohol Detoxification Center – Alcohol Rehabilitation: Psychiatric or Emergency Room experience is desirable for some positions.

Occupational Health – Additional training in occupational health nursing is desirable.

Certification by American Association of Occupational Health Nurses, Inc., is highly desirable.

Bilingual (English/Spanish) or English/Asian Language capability is a desirable qualification for some positions.

May be required to travel to community centers. Part-time work in Travel Immunization Clinic and evening and weekend work may be required.

Proof of a valid motor vehicle operator license at time of appointment. (A current DMV driving record must be submitted to the hiring department at time of selection interview).

HISTORY:

Grade Levels I – II added on 07/01/86.

Classification Specification revised 02/01/67 and 10/14/94.

Approval/Adoption Dates: 10/14/94 – Human Resources Department
11/02/94 – Civil Service Commission